

OC-O/D-M74-122  
2 April 1974

MEMORANDUM FOR: Executive Assistant, OC

FROM : Acting Chief,   
Activity, OC-O

STAT

SUBJECT : OC Personnel Information and Reports  
Requirements

REFERENCE : OC-M74-176

In addition to the 17 personnel information reports forwarded as attachment to the reference, recommend an additional report be added as follows:

TITLE: Career Panel Position Responsibility List

ELEMENTS: Area/Location, position information (number incumbents, title, grade and component designation), incumbent information (name, grade, SD, and ETD) (by Panel, Area/Station).

EXAMPLE :

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STATINTL

Distribution:  
Original - Addressee

### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC PERSONNEL INFORMATION AND REPORTS REQUIREMENTS

FROM:

EXTENSION

NO.

ACTING CHIEF,

DATE

2 APRIL 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXECUTIVE ASSISTANT, OC

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2. *Dick*

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